



U.S. Department
of Transportation
**Federal Aviation
Administration**

Memorandum

Subject: **ACTION:** Internal Communications

Date: August 31, 1998

From:

The Administrator

Reply to

Attn. of:

To: Management Board

I have been heartened by the response I have received with the weekly "Message from the Administrator." Good internal communications can go a long way toward ensuring that every FAAer feels and knows they're part of the team. The more each employee understands how they're affected by the personnel policies developed for the agency under personnel reform, the more productive an agency this will be.

It is clear that we have very diffuse methods of communicating with our workforce, and it is equally clear there are large numbers of employees who do not have immediate access to information.

I have asked the Assistant Administrator for Human Resource Management and the Assistant Administrator for Public Affairs to work together on ways to improve internal communications in the FAA.

Their first order of business is to survey the existing communications vehicles to study ways the FAA currently communicates with its employees and the reach of those methods. Accordingly, please provide a listing of communications methods, within your line of business or staff office and a description of how far into the organization the message can be transmitted. This would include vehicles that convey information of a general interest to employees and exclude publications that are strictly technical in nature. Please provide this information to Rebecca Trexler, APA-300, by COB September 11. If you have any questions, she can be reached at 267-8521.

The Administrator

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